## Library reports

Why issued

Library law

in states, Illinois, Ohio

in cities, Los Angelos

Wish of proprietors or directors

Long established custom Watertown, Mass.

By whom issued

Board of managers or directors
Minneapolis, St. Louis public, St Joseph, etc.

Librarian
Cornell, Harvard, University of Michigan

To whom addressed

Mayor or council or both

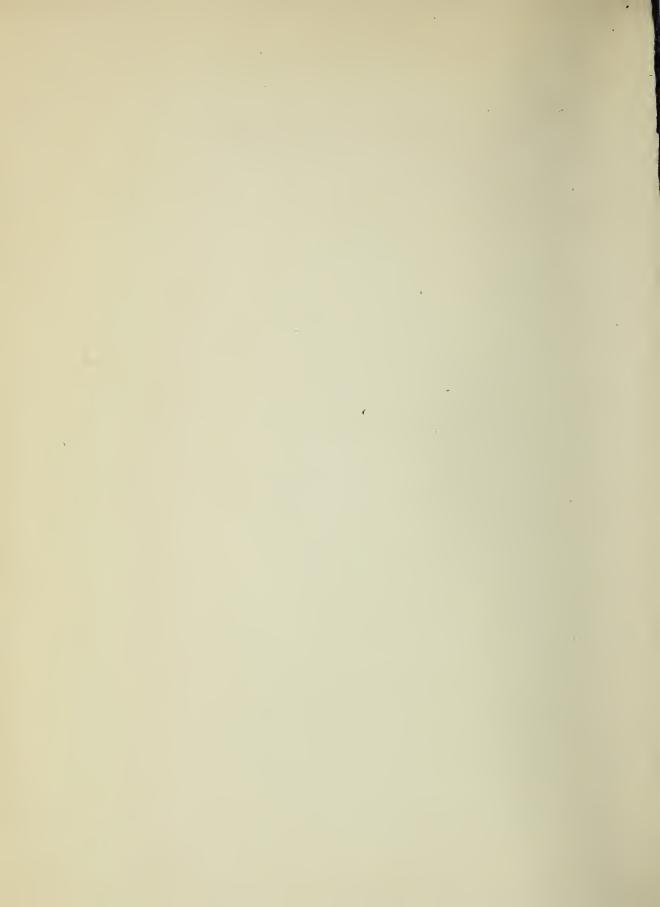
Proprietors (Redwood library - Providence Athenaeum)

President of University (Cornell)

Form

Pamphlet

Examples: Most all merorts
Minneapolis, Chicago public, Cleveland, etc.



02511 02511

Book

Example

Report of State librarian of Iowa

Leaflet

Examples: Cornell, Aurora public

Form of printing

Tabulated

Providence Public mostly (May be either printed,

(typewritten or

(written by hand

Paragraphed

University of Michigan Enoch Pratt, Balt.

Mixed (most common)

Number printed

State libraries, usually 500
Public depends upon no. needed

Where sent

If state, 1 each to members of legislature, state officers, all state & territorial lib.

Washington, 50 distributed, remaining to any one

Why sent

Usually by request

Exchange

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Kinds of reports, according to frequency of issue Daily, Used at Detroit

Simply a report of each assistant, telling time he began work went to dinner, returned, went to supper, returned, finished work, net time.

Monthly. Used at Evanston, in New York free circulating library.

States circulation, sometimes by classes, daily average, increase or decrease since previous month, registration of month, reading room circulation, sometimes by classes, reading-room readers, whether male, female, adult, minor, total no., average, increase or decrease, gifts, purchases, losses, volumes bound, cash account.

Annual

#### Annual

Material contained

List of officers oflibrary, both board & staff
General statement of condition of library, signed by
President of Board of Managers or directors, or by
Chairman of committee, or by entire Board of directors,
or by entire committee. This is introductory to what
follows, & usually tells the general condition of the
various departments, which the librarian takes up in
detail. It tells the progress of the library & any
changes in administration or b'ldg.

Librarian's report

Statement of no. of days, secular, & Sundays, library has been open

Full book account

No. in lib. at last report, both books & pamphlets

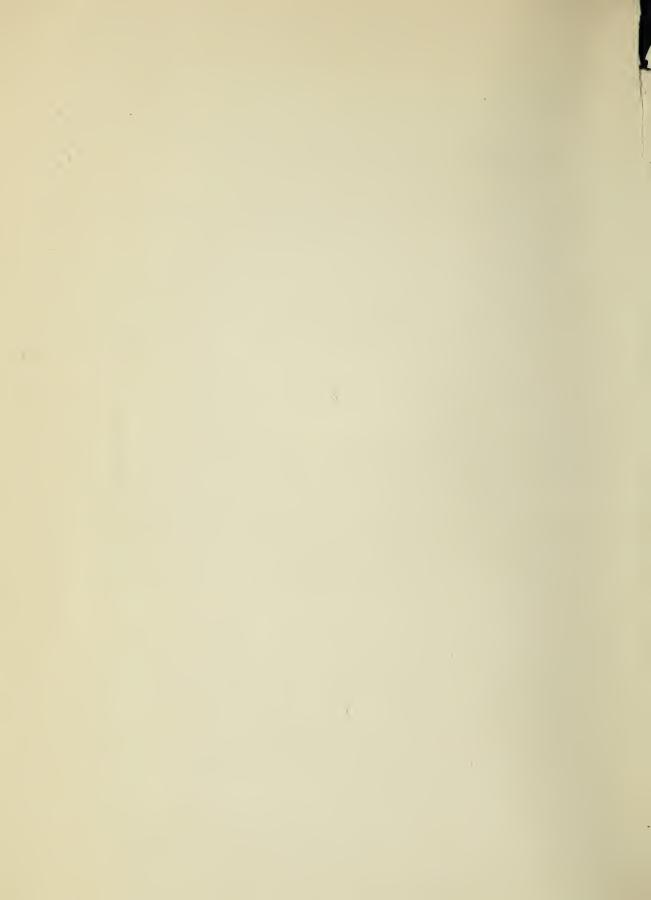
No. added by purchase, gift or exchange

No lost, sold, worn out

No. in lib. at present time usually by classes Binding account

No. Newly bound

No. rebound or mended



#### Circulation

Monthly

Classified, for year

## Reference department & reading room

No. of days open & how long each day

No. of bks. used, sometimes by classes

No. of persons

Daily average of books consulted & of persons consulting them.

## Registration

No. of cards out at beginning of year

No. of new cards given out

No. at end of year

## Cataloging

Progress & condition

#### Cash account

Receipts

Expenditures

Special funds

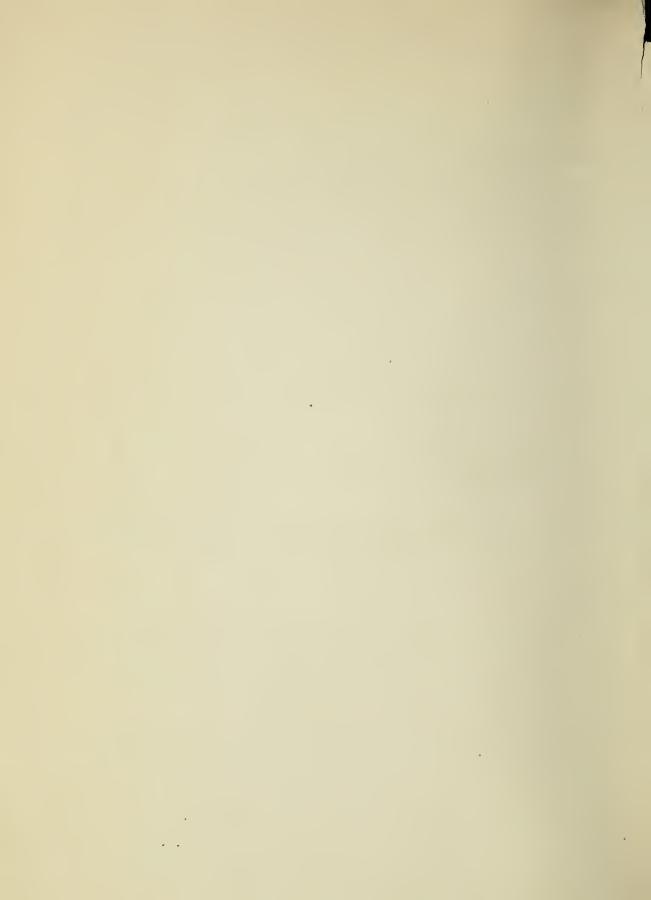
Other items of special interest, depending upon individual case. Ex.: Milwaukee public library would at present give account & progress of new b'ld'g.

# Appendices

List of donors, with no. of vol. or pamph. given
Usually a straight alphabetical list but sometimes
divided into Individuals, Libraries, Government, or
Residents, Non-residents, (Concord, Mass.) Gifts of
each donor given in rept. of Burlington, Vt.

## List of periodicals

Usually a straight alphabetical list, but sometimes divided into Inveading room. To be called for at desk.



Various other lists, tabular statements of different departments expenses, etc.

Copy of act of legislature or incorporation sometimes

Rules of library, sometimes (Cleveland)

Finding list, sometimes (Iowa state library)

Index, or contents

Biennial

State libraries, Iowa, Indiana

College libraries, University of Michigan

Maude W. Straight

1895

Maude W Straight 1895

